

Administrative Furlough

Phase II Process and Operational Guidance for Managers and Employees

Phase I: April 21 – June 15, 2013

Phase II: June 16, 2013 – September 30, 2013 (This period includes: pay periods 14 – 1st half of pay period 21)

Operational Guidance

- The **required** 32 furlough hours per employee under Phase I must be completed by June 15, 2013.
- No Phase I furlough hours above the 32-hour requirement may be carried over into Phase II.
- Employee timecards may be adjusted for Phase I furlough hours that exceeded the required 32 furlough hours. However, you must obtain your Senior Resource Officer's written approval before submitting a request to OCFO for correction. The OCFO mailbox is OCFO-EHD@epa.gov.
- Phase II begins on June 16, 2013. Employees may **not** take Phase II furlough hours before June 16, 2013.
- During Phase II, each covered employee must take a total of **23** furlough hours, including two designated furlough days, Friday, July 5, 2013, and Friday, August 30, 2013 (what does this mean: 8, 9, 10 or part-time hours consistent with employee's regular schedule).
 - Furlough hours may be taken consecutively or non-consecutively with supervisor's approval.
 - Phase II furlough hours must be scheduled by Thursday, August 29, 2013.
 - Compensatory time off, overtime, annual, sick, credit hours cannot be substituted for furlough hours.
 - Furlough hours will be requested through Webforms and recorded in PeoplePlus. *See Appendix B.*
- Part-time employees' furlough hours are proportional to their work schedule. *See Appendix A.*
- Furlough reports are available for supervisors in PeoplePlus to assist in monitoring furlough hours. *See Procedures for Generating the Furlough Report.*

Managers' and Supervisors' Responsibilities

- Confirm all Phase I furlough hours were taken and accurately recorded in PeoplePlus or ensure corrections are completed as needed.
- Approve, monitor and track employees' scheduled furlough hours.
 - Verify that time cards accurately reflect furlough hours and approve time cards.
 - During September 3-6, 2013, managers and supervisors should schedule the remaining Phase II furlough hours for employees if not already scheduled by each employee.
 - Ensure employees do not work during designated furlough hours.
- Direct employees to leave immediately if they report for duty/telework during designated furlough hours or they risk disciplinary action.
- Ensure that requests for overtime or compensatory time are approved only in extreme circumstances.

Employees' Responsibilities

- Schedule Phase II furlough hours by close of business, Thursday, August 29, 2013, if not already scheduled.
- Use SF 71, Leave Request Form in Webforms to request furlough hours. *See Figure 1 of Appendix B.*
- Accurately reflect furlough hours on time cards as follows (*see Figure 2 of Appendix B*):
 - FURLH - time reporting code.
 - FURWK – time reporting code for emergency personnel required to work during designated furlough hours.
 - **Note:** If an employee is called into work during designated furlough hours, the employee must reschedule the furlough hours that were not taken.
- Part-time employees must change their work schedules so as not to exceed the prorated part-time hours on the two designated furlough days.
 - If a part-time employee is on a maxiflex schedule, the employee must change his/her schedule so as not to exceed the prorated part-time hours on the two designated furlough days.
 - Also, a part-time employee on a maxiflex schedule must ensure they change his/her schedule to include prorated, part-time furlough hours on the two designated furlough days. *See Appendix A.*

Furlough Scenarios Definitions

- IN-LIEU-OF HOLIDAYS
 - When a public holiday falls on an employee's scheduled compressed day off, the employee is entitled to an *in-lieu-of holiday*, normally on the immediately preceding scheduled workday for that employee. Therefore, for the employee, the holiday moves, but the compressed day off does not.
- NON-PAY STATUS DAYS AND SCHEDULED NON-DUTY DAYS
 - In order for the employee to be eligible for pay for a holiday, the employee must be in a pay status either immediately before the holiday, or immediately after the holiday. The following categories are non-pay status:
 - Leave Without Pay
 - Absence Without Leave
 - Furlough
 - Suspension
- Scheduled non-duty days are NOT non-pay status days. These include the following:
 - Non-duty day weekend Saturdays and Sundays
 - Scheduled Compressed Work Schedule Days Off
 - Scheduled Flexible Work Schedule Days Off
 - Scheduled compressed and flexible work schedule days off are treated the same as Saturdays and Sundays for the purpose of holiday basic pay entitlement. The “compressed day” of a compressed schedule does not move. Holidays and designated furlough days move.

Federal Holiday – Independence Day:
Designated Furlough Day:

Thursday, July 4, 2013
Friday, July 5, 2013

Possible Scenarios:

Scenario 1:

If your compressed day off is Friday, July 5, 2013, then:

- Your designated furlough day will be Wednesday, July 3, 2013,
- Your holiday will be Thursday, July 4, 2013, and
- Your compressed day remains as Friday July 5.
- In this scenario, you must be in a paid status (annual, sick, comp time off, working, etc.) the first 15 minutes on Monday, July 8, 2013, to be paid for the holiday. *See Figure 3 of Appendix B.*

Scenario 2:

If your compressed day off is Thursday, July 4, 2013, then:

- Your holiday will be Wednesday, July 3, 2013,
- Your compressed day remains as Thursday, July 4, 2013, and
- Your designated furlough day will be Friday, July 5, 2013.
- In this scenario, you must be in a paid status (annual, sick, comp time off, working, etc.) for the last 15 minutes on Tuesday, July 2, 2013 to be paid for the holiday.

Scenario 3:

If your compressed day off is Monday, July 8, 2013, then:

- Your holiday is Thursday, July 4, 2013,
- Your designated furlough day is Friday, July 5, 2013, and
- Your compressed day remains as Monday, July 8, 2013.
- In this scenario, you must be in a paid status (annual, sick, comp time off, working, etc.) for the last 15 minutes on Wednesday, July 3, 2013.

Federal Holiday – Labor Day:
Designated Furlough Day:

September 2, 2013
August 30, 2013

Scenario 4:

If your compressed day off is Monday, September 2, 2013, then:

- Your holiday is Friday, August 30, 2013,
- Your designated furlough day is Thursday, August 29, 2013, and
- Your compressed day remains as Monday, September 2, 2013.
- In this scenario, you must be in a paid status (annual, sick, comp time off, working, etc.) for the first 15 minutes on Tuesday, September 3, 2013 to be paid for the holiday.

Scenario 5:

If your compressed day off is Friday, August 30, 2013, then:

- Your designated furlough day is Thursday, August 29, 2013,
- Your compressed day remains as Friday, August 30, 2013, and
- Your holiday day is Monday, September 2, 2013.
- In this scenario, you must be in a paid status (annual, sick, comp time off, working, etc.) for the first 15 minutes on Tuesday, September 3, 2013 to be paid for the holiday.

Timekeepers Responsibilities

- Consult with your supervisor before entering time for an employee who is absent or otherwise unable to enter their time to ensure furlough hours are accurately recorded.

QUICK INFORMATION SHEET

- EPA Phase I Furlough Period: April 21, - June 15, 2013
- EPA Phase II Furlough Period: June 16, 2013 – September 30, 2013 (Pay periods include: pay periods 14 – 1st half of pay period 21).
- 23 furlough hours must be taken (minimum of 15 minute increments) for full-time employees.
- Part-time employees' hours are proportional to their work schedule. *See Appendix A*
- Webforms, SF-71, Request for Leave will be used to request furlough hours.
- Phase II furlough hours must be scheduled by August 29, 2013.
- FURLH - time reporting code.
- FURWK – time reporting code for emergency personnel required to work during designated furlough hours.
- Please refer to page 3 of this guidance concerning compressed days off in conjunction with holidays and designated furlough days.
- Additional information: *Procedures for Generating the Furlough Report*

Appendix A

PHASE II - Number of Furlough Hours for Part-time Work Schedules

23 hours/2087 total hours in a year	Number of hours in part- time work schedule over a 2-week payperiod	Pay hours in Year	Equivalent number of 8-hour days over a 2-week pay period	Number of furlough hours	Equivalent number of 8-hour furlough days	Adjusted part-time equivalent for quarter-hour
1.1%						
Full Time	80	2087	10	23	2.875	23.00
Part-time Schedules:	79	2061	9.875	22.7	2.8375	22.50
	78	2035	9.75	22.4	2.8	22.25
	77	2009	9.625	22.1	2.7625	22.00
	76	1983	9.5	21.8	2.725	21.75
	75	1957	9.375	21.6	2.7	21.50
	74	1930	9.25	21.3	2.6625	21.25
	73	1904	9.125	21	2.625	21.00
	72	1878	9	20.7	2.5875	20.50
	71	1852	8.875	20.4	2.55	20.25
	70	1826	8.75	20.1	2.5125	20.00
	69	1800	8.625	19.8	2.475	19.75
	68	1774	8.5	19.5	2.4375	19.50
	67	1748	8.375	19.3	2.4125	19.25
	66	1722	8.25	19	2.375	19.00
	65	1696	8.125	18.7	2.3375	18.50
	64	1670	8	18.4	2.3	18.25
	63	1644	7.875	18.1	2.2625	18.00
	62	1617	7.75	17.8	2.225	17.75
	61	1591	7.625	17.5	2.1875	17.50
	60	1565	7.5	17.2	2.15	17.00
	59	1539	7.375	17	2.125	17.00
	58	1513	7.25	16.7	2.0875	16.50
	57	1487	7.125	16.4	2.05	16.25
	56	1461	7	16.1	2.0125	16.00
	55	1435	6.875	15.8	1.975	15.75
	54	1409	6.75	15.5	1.9375	15.50
	53	1383	6.625	15.2	1.9	15.00
	52	1357	6.5	14.9	1.8625	14.75
	51	1330	6.375	14.7	1.8375	14.50
	50	1304	6.25	14.4	1.8	14.25

Appendix A

Continued: PHASE II - Number of Furlough Hours for Part-time Work Schedules

23 hours/2087 total hours in a year	Number of hours in part- time work schedule over a 2-week payperiod	Pay hours in Year	Equivalent number of 8-hour days over a 2-week pay period	Number of furlough hours	Equivalent number of 8-hour furlough days	Adjusted part-time equivalent for quarter-hour
1.1%						
Full Time	49	1278	6.125	14.1	1.7625	14.00
Part-time Schedules:	48	1252	6	13.8	1.725	13.75
	47	1226	5.875	13.5	1.6875	13.50
	46	1200	5.75	13.2	1.65	13.00
	45	1174	5.625	12.9	1.6125	12.75
	44	1148	5.5	12.6	1.575	12.50
	43	1122	5.375	12.4	1.55	12.25
	42	1096	5.25	12.1	1.5125	12.00
	41	1070	5.125	11.8	1.475	11.75
	40	1044	5	11.5	1.4375	11.50
	39	1017	4.875	11.2	1.4	11.00
	38	991	4.75	10.9	1.3625	10.75
	37	965	4.625	10.6	1.325	10.50
	36	939	4.5	10.3	1.2875	10.25
	35	913	4.375	10.1	1.2625	10.00
	34	887	4.25	9.8	1.225	9.75
	33	861	4.125	9.5	1.1875	9.50
	32	835	4	9.2	1.15	9.00
	31	809	3.875	8.9	1.1125	8.75
	30	783	3.75	8.6	1.075	8.50
	29	757	3.625	8.3	1.0375	8.25
	28	730	3.5	8	1	8.00
	27	704	3.375	7.8	0.975	7.75
	26	678	3.25	7.5	0.9375	7.50
	25	652	3.125	7.2	0.9	7.00
	24	626	3	6.9	0.8625	6.75
	23	600	2.875	6.6	0.825	6.50
	22	574	2.75	6.3	0.7875	6.25
	21	548	2.625	6	0.75	6.00
	20	522	2.5	5.8	0.725	5.75

Continued: PHASE II - Number of Furlough Hours for Part-time Work Schedules

23 hours/2087 total hours in a year	Number of hours in part- time work schedule over a 2-week payperiod	Pay hours in Year	Equivalent number of 8-hour days over a 2-week pay period	Number of furlough hours	Equivalent number of 8-hour furlough days	Adjusted part-time equivalent for quarter-hour
1.1%						
Full Time	19	496	2.375	5.5	0.6875	5.50
Part-time Schedules:	18	470	2.25	5.2	0.65	5.00
	17	443	2.125	4.9	0.6125	4.75
	16	417	2	4.6	0.575	4.50
	15	391	1.875	4.3	0.5375	4.25
	14	365	1.75	4	0.5	4.00
	13	339	1.625	3.7	0.4625	3.50
	12	313	1.5	3.4	0.425	3.25
	11	287	1.375	3.2	0.4	3.00
	10	261	1.25	2.9	0.3625	2.75
	9	235	1.125	2.6	0.325	2.50
	8	209	1	2.3	0.2875	2.25
	7	183	0.875	2	0.25	2.00
	6	157	0.75	1.7	0.2125	1.50
	5	130	0.625	1.4	0.175	1.25
	4	104	0.5	1.1	0.1375	1.00
	3	78	0.375	0.9	0.1125	0.75
	2	52	0.25	0.6	0.075	0.50
	1	26	0.125	0.3	0.0375	0.25


Instructions for Requesting and Recording Administrative Furlough Hours

Instructions for employees requesting and recording administrative furlough hours.

Recording Instructions

- Furlough hours should be requested and approved by a supervisor using the Webforms SF-71 – Request for Leave. *See Figure 1 of Appendix B.*
- Furlough time should be reported on the time card using codes in the system.
 - Furlough time can be recorded in 15 minute increments.
 - Furlough can be recorded in conjunction with other categories of leave (e.g. annual, sick, compensatory, etc., with the exception of the designated furlough day which requires all hours to be recorded as furlough.)
 - FURLH, is the time reporting code to be used when reporting furlough hours taken, including the reporting of hours for the designated furlough days.
See Figure 2 of Appendix B.
 - Emergency personnel required to work on a designated furlough day will record the number of hours worked using the FURWK time reporting code.
See Figure 4 of Appendix B.
- On designated furlough days, employees will be required to input the appropriate number of furlough hours in accordance with their regular schedule.
 - Employees whose compressed day falls on a designated furlough day will have an “in-lieu of furlough day,” which will be the preceding day, with the exception of July 5, 2013, which the “in lieu of furlough day” will be July 3, 2013.
- Overtime/compensatory time off and other premium hours will only be authorized in extreme circumstances by the SRO. Recording of these hours will follow normal procedures.
- Once a pay period has been closed and time has been submitted for payroll processing, the reported furlough hours on a timecard will be locked. Changes will require written approval from an employee’s SRO and can only be made by submitting a ticket to OCFO-EHD@epa.gov.

Figure 1: Requesting Administrative Furlough for Sequestration

4. Type of Leave/Absence						5. Family and Medical Leave
Check appropriate box(es) and enter date and time below)	Date		Time		Total Hours	
	From	To	From	To		
<input type="checkbox"/> Accrued annual leave						If annual leave, sick leave, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), please provide the following information: <input type="checkbox"/> I hereby invoke my entitlement to family and medical leave for: <input type="checkbox"/> Birth/Adoption/Foster care <input type="checkbox"/> Serious health condition of spouse, son, daughter, or parent <input type="checkbox"/> Serious health condition of self <i>Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.</i>
<input type="checkbox"/> Restored annual leave						
<input type="checkbox"/> Advance annual leave						
<input type="checkbox"/> Accrued sick leave						
<input type="checkbox"/> Advance sick leave						
Purpose: <input type="checkbox"/> Illness/injury/incapacitation of requesting employee <input type="checkbox"/> Medical/dental/optical examination of requesting employee <input type="checkbox"/> Care of family member, including medical/dental/optical examination of family member, or bereavement <input type="checkbox"/> Care of family member with a serious health condition <input type="checkbox"/> Other _____						
<input type="checkbox"/> Compensatory time off						
<input type="checkbox"/> Other paid absence (specify in remarks)						
<input checked="" type="checkbox"/> Leave without pay	04/29/13	04/29/13	7:00 am	4:00 pm	9.00	
6. Remarks Administrative Furlough due to Sequestration 04/29/13 9 hours						
7. Certification: I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.						
7a. Employee signature					7b. Date signed	
SIGN 						

- Login to WebForms.
- Select “SF71-Request for Leave (workflow).”
- Check box “Leave without Pay.”
- Enter the Date, Time and total Hours requested (just as you would if you were requesting paid leave).
- Under the remarks enter “Administrative Furlough due to Sequestration” include the hours for each day requested.
- Submit the form.

Figure 2: Reporting Furlough Hours Taken

Biweekly Elapsed Time

Job Title: Program Analyst

Enter or change time reporting data in the table below. Time may also be entered by pressing the "Apply Schedule" pushbutton.
The pushbutton will populate data in the table with time reporting data from the employee's scheduled time definition.
If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

Frequently Used TRCs:
 ANNLV Annual Leave Taken
 SCKLV Sick Leave Taken
 COMPE Compensatory Time Earned
 COMPU Compensatory Time Used
 OVTHR Overtime

View All First 1-2 of 2 Last From Sunday 04/21/20

Sun 4/21	Mon 4/22	Tue 4/23	Wed 4/24	Thu 4/25	Fri 4/26	Sat 4/27	Sun 4/28	Mon 4/29	Tue 4/30	Wed 5/1	Thu 5/2	Fri 5/3	Sat 5/4	Row Total	Time Reporting Code	Short Description	Acct Index	Account Cod
9.00	9.00	9.00	9.00	9.00	8.00			5.00	9.00	9.00	9.00			76.00	REGHR	Basic Pay		
								4.00						4.00	FURLH	Furlough		

Total Hours

0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	80.00	Period Total	80.00	FAN Total	80.00
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☒ Attest and Submit? ☐ Verify and Submit?

Save Previous Period Next Period

Example shows a split of regular hours worked in addition to Furlough hours taken

- Follow the normal procedures for completing time card.
- Record the number of furlough hours being taken and change the time reporting code to FURLH.
- Attest and Submit.

Figure 3: Reporting Furlough Hours Taken on a Designated Furlough Day

Job Title: IT Specialist

Enter or change time report pushbutton. The pushbutton will populate the time report. If additional lines for time entry are needed, click the pushbutton.

Friday, July 5th is the designated Agency Furlough day. In the example the employee is compressed and thus their "in-lieu of furlough" is Wednesday, July 3rd.

Frequently Used TRCs:
 ANNLY Annual Leave Taken
 SCKLY Sick Leave Taken
 COMPE Compensatory Time Earned
 COMPU Compensatory Time Used
 OVTHR Overtime

View All First 1 of 4 Last From Sunday 06/30/2013 to Saturday

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Row	Time	Short	Acct	Account Code Descr
6/30	7/1	7/2	7/3	7/4	7/5	7/6	7/7	7/8	7/9	7/10	7/11	7/12	7/13	Total	Reporting Code	Description Index		
	9.00							9.00	9.00	9.00	9.00	8.00		53.00	REGHR		Basic Pay	
				9.00										9.00	HOLDY		Holiday	
			9.00											9.00	FURLH		Furlough	
		9.00												9.00	ANNLV		Ann Lv Tkn	

Total Hours

0.00	9.00	9.00	9.00	9.00	0.00	0.00	0.00	9.00	9.00	9.00	9.00	8.00	0.00	80.00	Period Total	80.00	FAN Total
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☒ Attest and Submit? ☐ Verify and Submit?

Save Previous Period Next Period

- Follow the normal procedures for completing time card.
- Input the number of hours you were scheduled to work on the designated furlough day.
- If the designated furlough day is your compressed day the system will prompt you to record the furlough hours on the previous day.
- Attest and submit.

Figure 4: Reporting Furlough Hours Worked on a Designated Furlough Day

Biweekly Elapsed

Job Title: Program

Enter or change time report by pressing the "Apply Schedule" pushbutton. The pushbutton will populate data in the definition. If additional lines for time entry are needed, press the "Add a New Line" pushbutton.

Frequently Used TRCs:
 ANNLV Annual Leave Taken
 SCKLV Sick Leave Taken
 COMPE Compensatory Time Earned
 COMPU Compensatory Time Used
 OVTHR Overtime

From Sunday 05/19/201

Sun 5/19	Mon 5/20	Tue 5/21	Wed 5/22	Thu 5/23	Fri 5/24	Sat 5/25	Sun 5/26	Mon 5/27	Tue 5/28	Wed 5/29	Thu 5/30	Fri 5/31	Sat 6/1	Row Total	Time Reporting Code	Short Description	Acct Index	Account Code
	9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00			72.00	REGHR	Basic Pay		
					4.00									4.00	FURWK	Furlough W		
					4.00									4.00	FURLH	Furlough		

Total Hours

0.00	9.00	9.00	9.00	9.00	8.00	0.00	0.00	9.00	9.00	9.00	9.00	0.00	0.00	80.00	Period Total	80.00	FAN Total
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☒ Attest and Submit? ☐ Verify and Submit?

Save Previous Period Next Period

Emergency work was required for 4 hours on designated furlough day.

- Follow the normal procedures for completing time card.
- Input the number of hours worked on the designated furlough day.
- Change the TRC to FURWK.
- Attest and submit.